

# CT Student Portal ▶ (SSO)

First Time Login Guide for Student

# CT Student Portal(SSO)

- Log in with school's email address to access the College's online system.

## ▶ **BB – Blackboard**

A online learning platform that offers a wide range of various learning tools which include downloading courses materials, participating in the discussion board, getting latest announcement, and also support collaboration. Students can also participate in the online classroom through the platform.

## ▶ **M365 - Microsoft 365**

It combines email, calendar, file storage and sharing, online Office application and other collaboration tools available to all students. Students are able to access the tools in M365 via mobile apps or browsers and are authorized to download and install the Microsoft Office for personal computers and mobile devices.

## ▶ **E-resources from HKCT Academic Pavilion**

Access the library electronic databases through student portal and reading e-books.

# CT Student Portal(SSO)

- Log in with school's email address to access the College's online system.

## ▶ Other online Services

- ▶ OTFA - Online Tuition Fee app
- ▶ ATS - Attendance Tracking System
- ▶ OARA - Online Academic Results app
- ▶ OSP - Online Student Particular
- ▶ U-Choice
- ▶ i-Plus Records
- ▶ eSFQ - e-Student Feedback Questionnaires
- ▶ Turnitin

# New CT Student Portal homepage

Microsoft 365 -  
App Launcher

Microsoft 365 –  
My account

The screenshot shows the CT Single Sign-On Portal homepage. At the top, there is a search bar labeled "Search this site" and a user profile icon. Below the search bar, the page title "CT Single Sign-On Portal" is displayed. The main content area is divided into two sections: a "Notice Board" on the left and a "My Apps" section on the right. The "Notice Board" features a grid of colorful icons representing various topics. The "My Apps" section lists several applications, including Blackboard, ProQuest, EBSCO HOST, Airiti Books, Gale eBooks, Attendance, Student Particular, i-Plus Records, Turnitin, Online Tuition Fee, Wise News, Result Checking, U-Choice, and e-Student Feedback Questionnaire. A callout box labeled "CT My Apps" points to the "My Apps" section. At the bottom of the page, there is a yellow bar labeled "Notice Board".

Notice Board

CT My Apps

Notice Board

# New platform, A new look

- Your accounts need to be reactivated for applying the update.

## For current student :

- ▶ Your **Login User Name will not change**
- ▶ Your **Password will be reset to the default**
- ▶ The **Default Password Format has been changed**
- ▶ Phone **MFA is required**

*Please refer to the following guidelines for details*



# First Time Login to SSO



**Step 1: Login  
with default  
password.**

**Step 2: Set up  
MFA  
authentication.**

**Step 3:  
Complete online  
registration  
(Student  
Particular)**

# Step 1: Login with default password.(A)

SSO Portal website:  
<http://portal.hkct.edu.hk>

Login Name:  
Your school email address

Format= S + First 7 number from Student ID + domain name

Please enter the correct email format according to the student ID card you hold.

港專  
Sign in  
Email address  
Can't access your account?  
Next

Need Help?  
Login Instructions  
Contact ITSC

Sign-in options

HKCT Institute of Higher Education  
例: [S1234567@student.ctihe.edu.hk](mailto:S1234567@student.ctihe.edu.hk)

HKCT INSTITUTE OF HIGHER EDUCATION  
港專學院

Chan Siu Mei  
Student ID No.: 12345678  
Associate Degree in Social Work  
Valid to: 30 September 2015 ADGSOCWF

Student ID Card

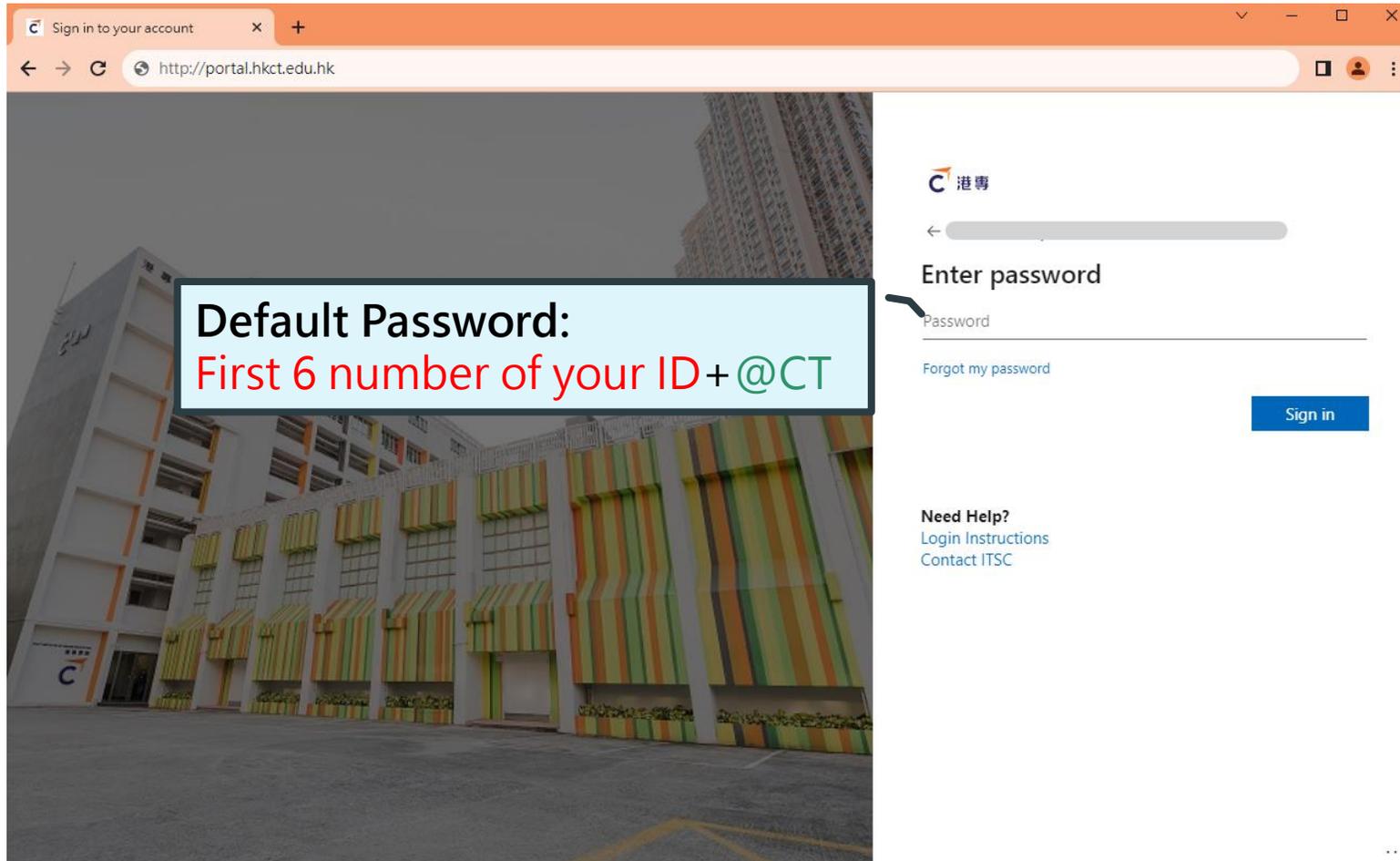
Hong Kong College of Technology  
例: [S1234567@student.hkct.edu.hk](mailto:S1234567@student.hkct.edu.hk)

HONG KONG COLLEGE OF TECHNOLOGY  
香港專業進修學校

Chan Tai Man  
Student ID No.: 12345678  
Associate Degree in Social Work  
Valid to: 30 September 2015 ADGSOCWF

Student ID Card

# Step 1: Login with default password.(B)



## HKID Card

Example: 668668@CT



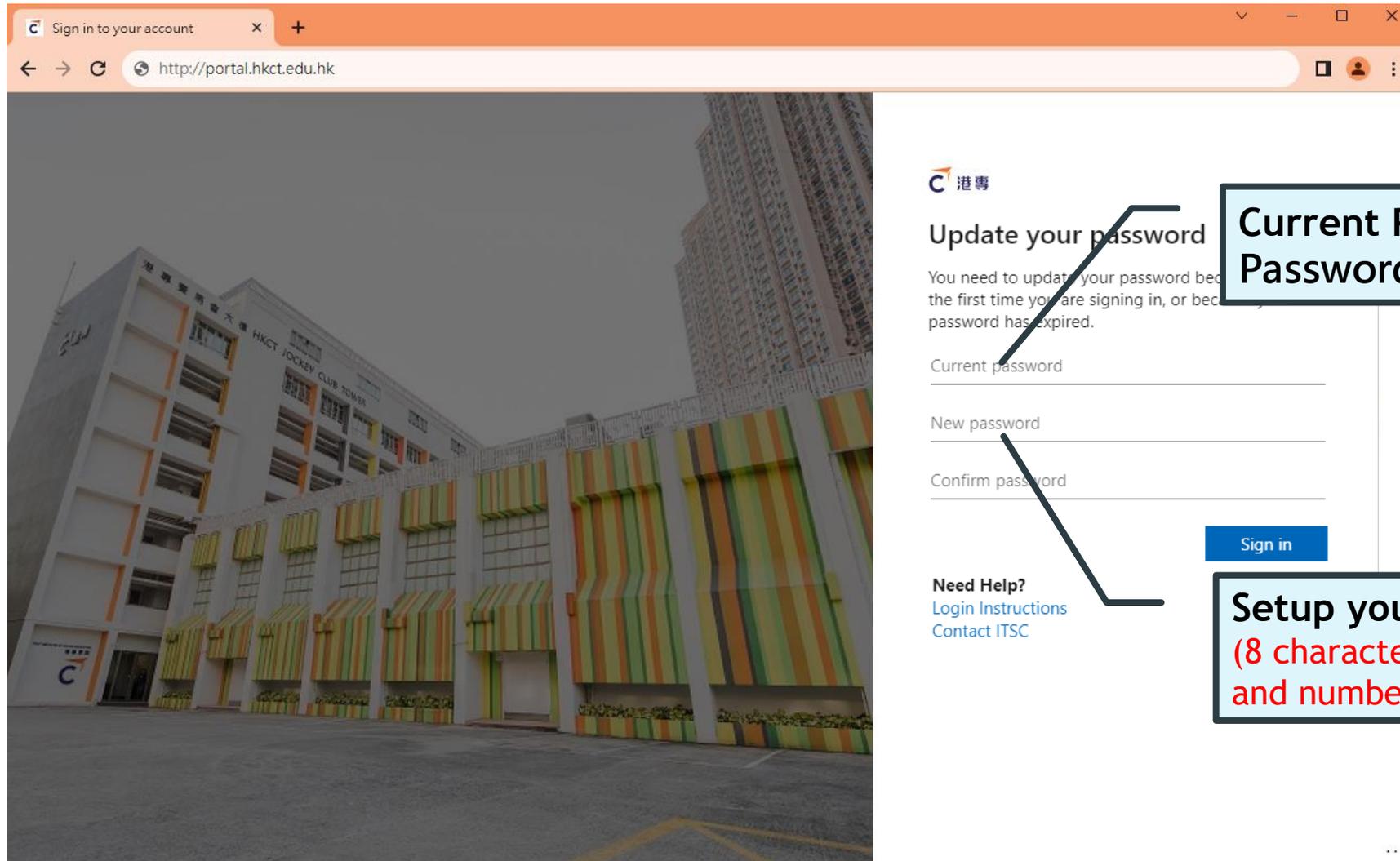
## Other ID Card

Example: 110102@CT



\* The above documents are samples released by the Government to the public.

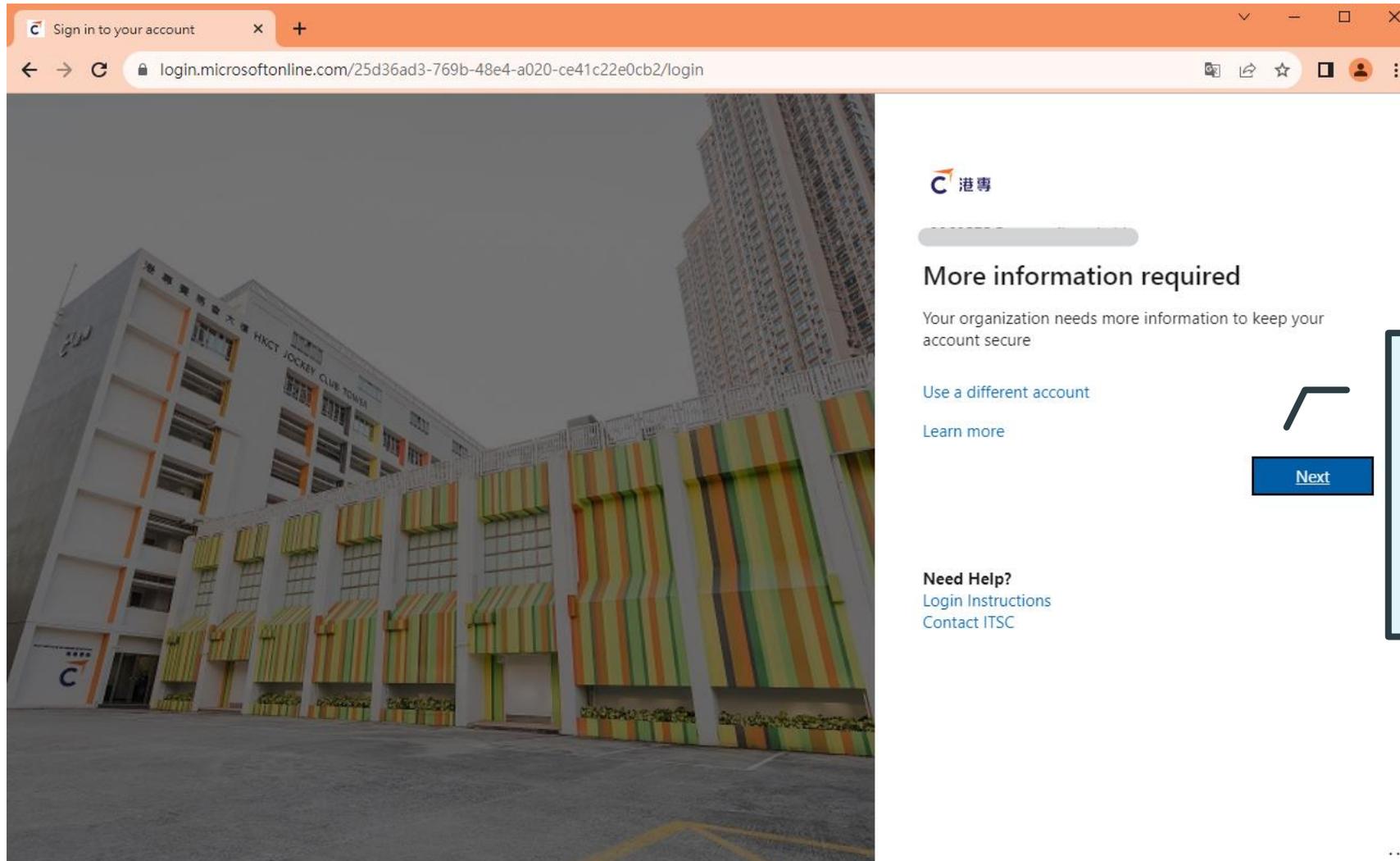
# Step 1: Login with default password.(C)



**Current Password = Default Password**

**Setup your New Password:**  
**(8 characters including English, symbols and numbers)**

# After successfully changing password



The screenshot shows a web browser window with the address bar displaying `login.microsoftonline.com/25d36ad3-769b-48e4-a020-ce41c22e0cb2/login`. The page content includes the Microsoft logo (labeled '港專'), a progress bar, and the heading 'More information required'. Below this, a message states: 'Your organization needs more information to keep your account secure'. There are two links: 'Use a different account' and 'Learn more'. A blue button labeled 'Next' is highlighted with a white checkmark icon. At the bottom, there is a 'Need Help?' section with links for 'Login Instructions' and 'Contact ITSC'. The background of the page is a photograph of a modern building with colorful vertical stripes.

If you see this page, it means you have successfully changed your password. Please click “Next” to start setting up MFA.

## Step 2: Set up MFA authentication.(A)

### Prepare your phone (Must with SMS function)

*(If you can't use your phone for verification, you can choose to use your personal email as the verification method, this tutorial shows the steps for phone verification)*



# Step 2: Set up MFA authentication.(B)

My Sign-Ins | Register | Microsoft

mysignins.microsoft.com/register?csrf\_token=EtuWH53-oQZ4wRSeK3PbEqaBiYGdwAx4a0T0o1f6rwwuHUAaQ--YRDc1jmupS84Bx549f5Ug9VA...

港專

## Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

### Microsoft Authenticator

 Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[Next](#)

[I want to set up a different method](#) [Skip setup](#)

Please select "I want to set up a different method"

# Step 2: Set up MFA authentication.(B)

The screenshot shows a web browser window with the URL `mysignins.microsoft.com/register?csrf_token=EtuWH53-oQZ4wRSeK3PbEqaBiYGdwAx4a0T0o1f6rwwuHUAaQ--YRDc1jmupS84Bx549f5Ug9VA...`. The page title is "My Sign-Ins | Register | Microsoft". The main heading is "Keep your account secure" with the subtext "Your organization requires you to set up the following methods of proving who you are." Below this is the "Microsoft Authenticator" section, which includes a shield icon and instructions: "Start by... On your ph... After you in...". A modal dialog box titled "Choose a different method" is overlaid on the page. It contains the question "Which method would you" and a list of options: "Phone", "Authenticator app", "Phone", and "Email". The second "Phone" option is highlighted with a red box. A callout box with the text "Select 'Phone'" has an arrow pointing to this option. A "Next" button is visible to the right of the list, and a "Skip setup" link is at the bottom right. At the bottom left of the dialog, there is a link that says "I want to set up a different method".

# Step 2: Set up MFA authentication.(C)

My Sign-Ins | Register | Microsoft

mysignins.microsoft.com/register?csrf\_token=EtuWH53-oQZ4wRSeK3PbEqBiYGdwAx4a0T0o1f6rwwuHUAaQ--YRDc1jmupS84Bx549f5Ug9VA...

## Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

### Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

Hong Kong SAR (+852)

Guam (+1671)

Guatemala (+502)

Guinea (+224)

Guinea-Bissau (+245)

Guyana (+592)

Haiti (+509)

Holy See (Vatican City State) (+379)

Honduras (+504)

Hong Kong SAR (+852)

Hungary (+36)

Iceland (+354)

India (+91)

Indonesia (+62)

Iran (+98)

Iraq (+964)

Ireland (+353)

Israel (+972)

Italy (+39)

Jamaica (+1876)

Jamaica (+1658)

Enter phone number

I agree that you agree to the [Terms of service](#) and [Privacy](#)

Next

Skip setup

Please look for:  
"Hong Kong SAR(+852)"

# Step 2: Set up MFA authentication.(C)

My Sign-Ins | Register | Microsoft

mysignins.microsoft.com/register?csrf\_token=EtuWH53-oQZ4wRSeK3PbEqaBiYGdwAx4a0T0o1f6rwwuHUAaQ--YRDc1jmupS84Bx549f5Ug9VA...

港粵

## Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

### Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

Hong Kong SAR (+852) Enter phone number

Text me a code  
 Call me

Messages and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

[I want to set up a different method](#) Skip setup

Enter your phone number

Select the authentication method you want to use "Text me a code"

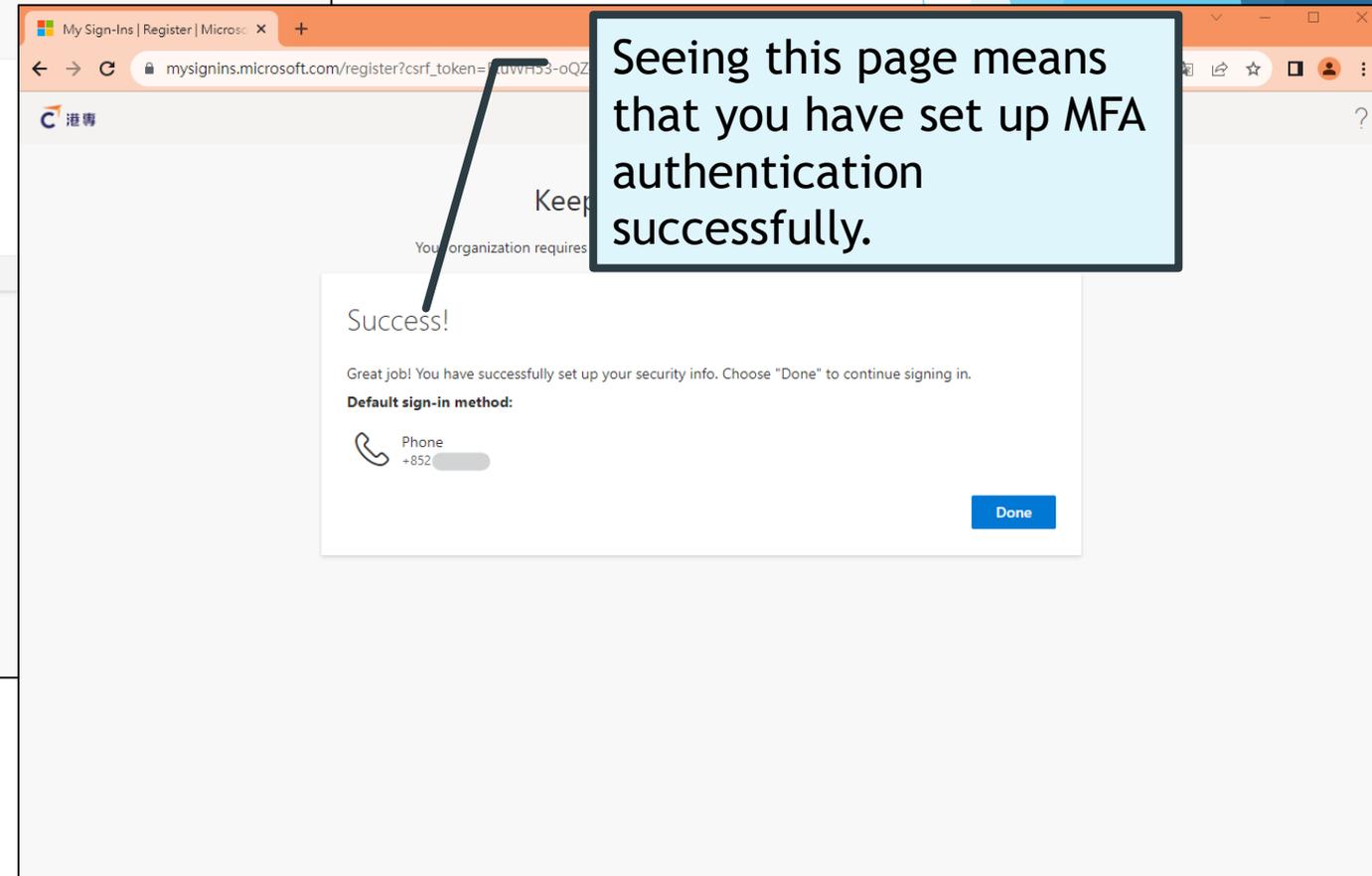
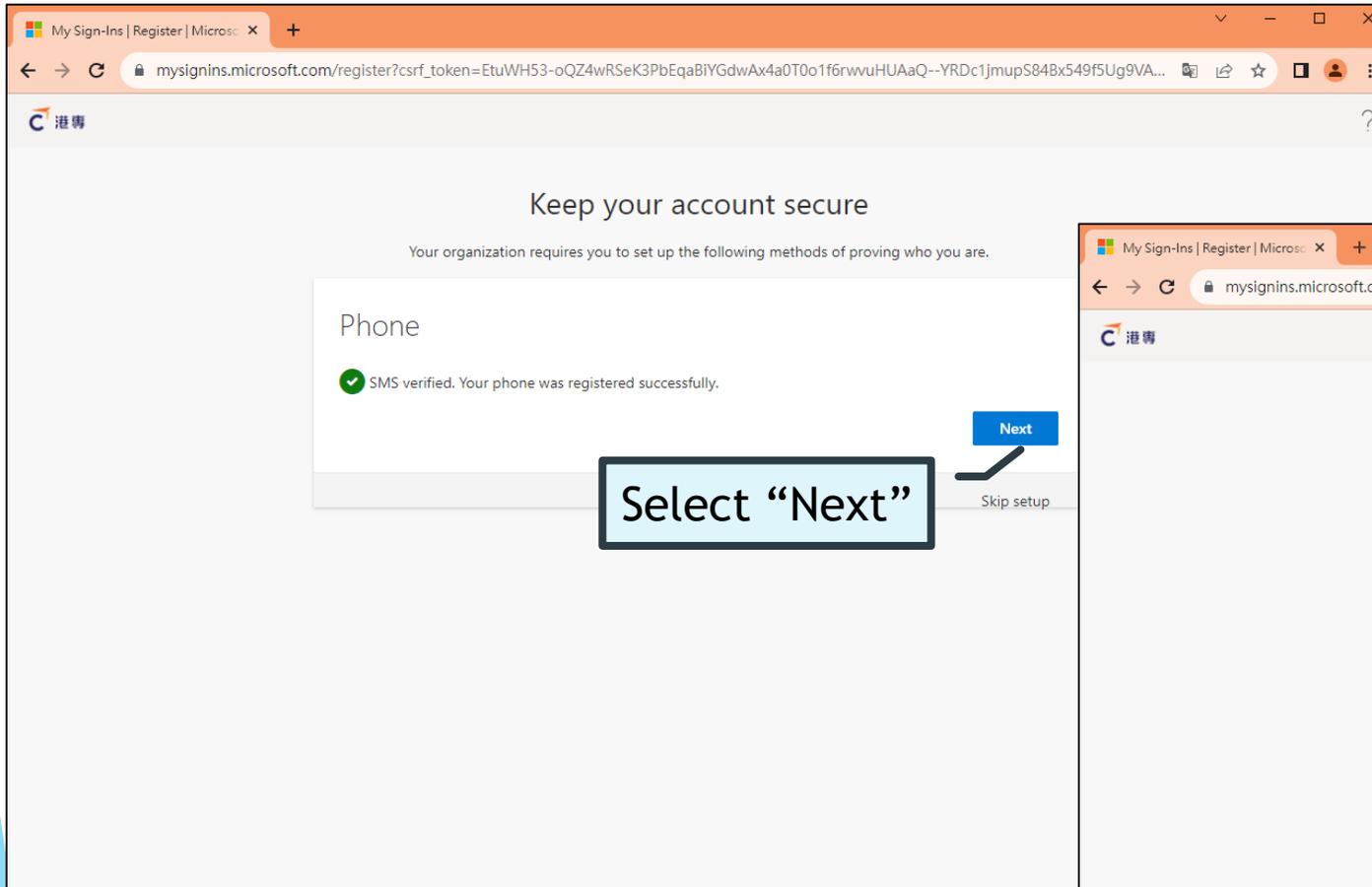
# Step 2: Set up MFA authentication.(D)

The image shows a browser window with the URL `mysignins.microsoft.com/register?csrf_token=EtuWH53-oQZ4wRSeK3PbEqaBiYGdwAx4a0T0o1f6rwwuHUAaQ--YRDc1jmurS84Bx549f5Ug9VA...`. The page title is "Keep your account secure" and it states "Your organization requires you to set up the following methods of proving who you are." Under the "Phone" section, it says "We just sent a 6 digit code to +852 [redacted]. Enter the code below." There is an input field labeled "Enter code" and buttons for "Back" and "Next". A link at the bottom says "I want to set up a different method" and a "Skip setup" button is also present.

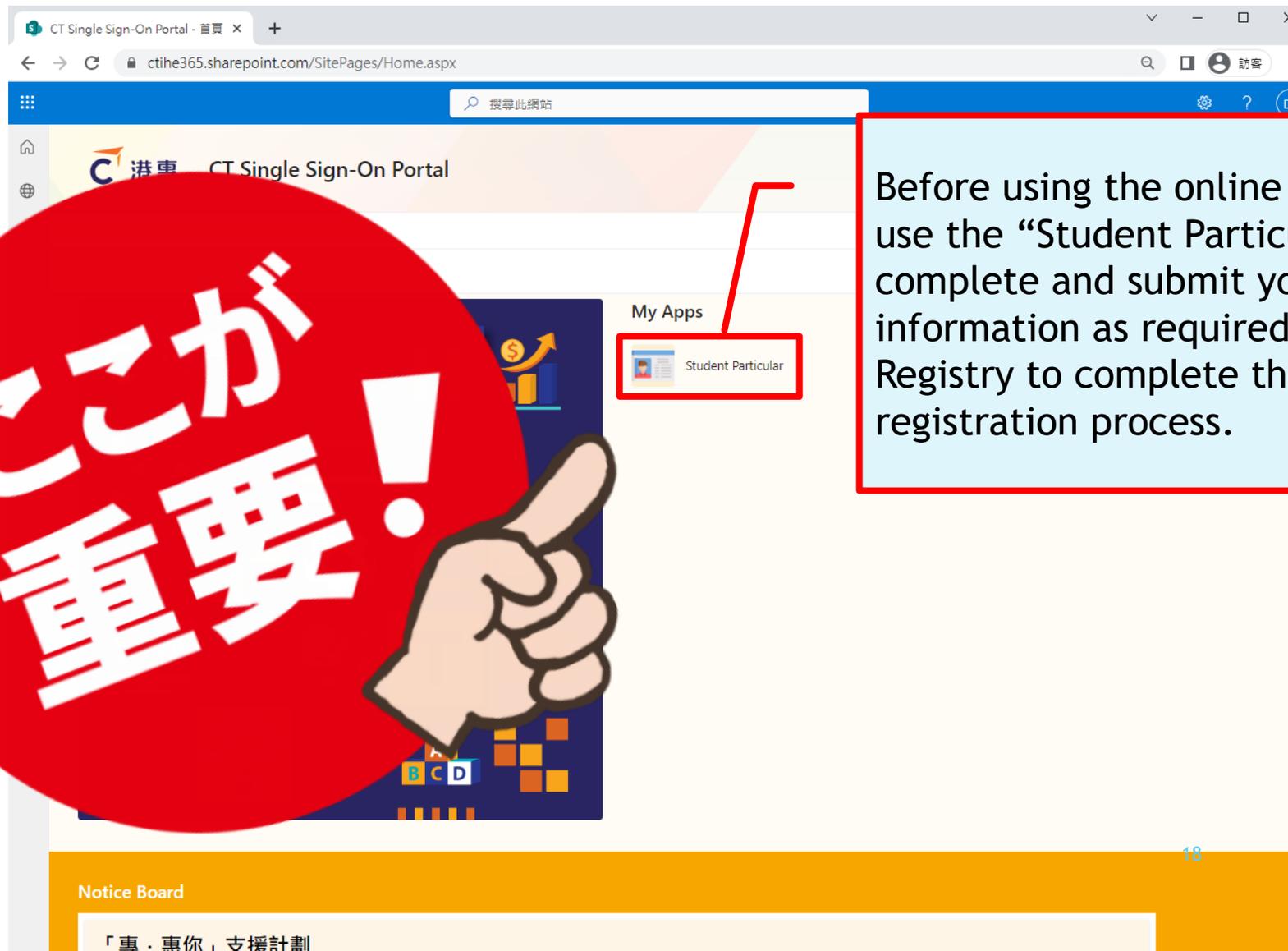
A hand is holding a smartphone on the right. The phone screen shows a notification from Microsoft: "Microsoft · 訊息 · 1分鐘" and "使用驗證碼 255742 進行 Microsoft 驗證。" Below the notification is a "標示為已閱讀" button. A white hand icon with a black outline is pointing to the notification.

**Enter the authentication code you received.**

# Step 2: Set up MFA authentication.(E)



## Step 3: Complete online registration(A)



The screenshot shows a web browser window displaying the CT Single Sign-On Portal. The address bar shows the URL [ctihe365.sharepoint.com/SitePages/Home.aspx](https://ctihe365.sharepoint.com/SitePages/Home.aspx). The page header includes the CT logo and the text "CT Single Sign-On Portal". A search bar is visible. Below the header, there is a "My Apps" section with a red box highlighting the "Student Particular" app icon. A large red circular callout bubble with a hand pointing to the "Student Particular" app contains the Japanese text "ここが重要!" (This is important!). A text box on the right explains the importance of using this app for registration.

ここが重要!

Before using the online service, you must use the “Student Particular” APP to complete and submit your personal information as required by the HKCT Registry to complete the student registration process.

Notice Board

「專・惠你」支援計劃

# Step 3: Complete online registration(B)

CT Single Sign-On Portal - 首頁 × portalapp.hkct.edu.hk/USP/Up × +

portalapp.hkct.edu.hk/USP/UpdateStudentInfo.aspx 訪客

- 1 註有(\*)的資料不可為空。  
All the necessary and compulsory fields marked with an asterisk (\*) cannot be left blank.
- 2 同學的申請將會在2個工作天內自動更新到學生管理系統，請在2個工作天後再次登入確認已修改的資料。  
The application for changing personal information will be updated to student management system within 2 working days, please login to check the effected changes after 2 working days.
- 3 部分個人資料只供網上檢視，不能作出修改，如同學要求更改該些資料，請到Blackboard下載及填寫『學生個人資料更改申請表』。  
All the fields under the Personal Information Section except 'Medical History' are for online view only. If amendment is required, please submit an amendment application to your Division with supporting documents. The form "Student Personal Information Amendment form" can be downloaded from Blackboard.
- 4 同學有責任確保以下的資料屬實並且為最新，並授權香港專業進修學校用作行政、統計及服務規劃之用。只有香港專業進修學校有關服務的委託人才能處理有關資料，一切資料將予以保密。  
It is the students' responsibility to ensure the below information is valid, complete and the latest.

個人資料 / Personal Information

姓(中文): Surname (Chinese): <input type="text" value="陳"/>	名(中文): First name (Chinese): <input type="text" value="大文"/>	中文姓名: Chinese Name: <input type="text" value="陳大文"/>
姓(英文): Surname (English): <input type="text" value="CHAN"/>	名(英文): First name (English): <input type="text" value="Tai Man"/>	英文姓名: English Name: <input type="text" value="CHAN Tai Man"/>
證件類型: Document Type: <input type="text" value="香港永久性居民身份證"/>	香港身份證: HKID no.: <input type="text" value="A123456(3)"/>	其他證件: Others Document: <input type="text"/>
出生日期: Date of Birth: <input type="text" value="11/12/1993"/>	性別: Gender: <input type="text" value="女"/>	國籍: Nationality: <input type="text" value="中國香港"/>
特別學習需要: Special Education Need: <input type="text" value="No"/>	特別考試安排: Special Exam Need: <input type="text" value="No"/>	中學: Secondary School: <input type="text"/>
*病歷: *Medical History: <input type="text" value="No"/>	如有病歷, 請註明: Details of Medical History: <input type="text" value="Test Responsive 20170215---"/>	資料更新日期: Record Update Date: 2023/05/29 16:24:00

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**Verify your personal information displayed in the system.**

*If your personal information is incorrect, please contact ORE to submit an amendment request.*

# Step 3: Complete online registration(C)

CT Single Sign-On Portal - 首頁 x portalapp.hkct.edu.hk/USP/Up x +

portalapp.hkct.edu.hk/USP/UpdateStudentInfo.aspx 訪客

出生日期: Date of Birth: 11/12/1993	性別: Gender: 女	國籍: Nationality: 中國香港
特別學習需要: Special Education Need: No	特別考試安排: Special Exam Need: No	中學: Secondary School: 
	如有病歷, 請註明: Details of Medical History: Test Responsive 20170215---	資料更新日期: Record Update Date: 2023/05/29 16:24:00

**Fill in your correspondence and emergency contact information.**

通訊資料 / Contact Information

*電郵: *E-mail Address: email__@yahoo.com.hk	*住宅電話: *Home Tel.: 12345678, home tel	*手機電話: *Mobile No.: 82022231
*室樓座: *Flat/Room/ Floor/Block: Flat /Room /Floor/ Block	*屋苑/大廈名稱: *Building/ Estate/Center/Court: Building /estate /Center/Court	*街道名稱: *Street/Road/Lane: Street road lane
*地區: * Region: 內地 (Mainland)	*區域: * District: 沙田 (Sha Tin)	

緊急聯絡人資料 / Emergency Contact Information

*緊急聯絡人姓名(1): *Contact Person Name(1): Contact Person 1	*關係(1): *Relationship (1): Relationship 1	*聯絡電話(1): *Contact No. (1): Contact 1 - 2019/01/26 -- update
緊急聯絡人姓名(2): Contact Person Name(2): Contact Person 2	關係(2): Relationship (2): Relationship 2a	聯絡電話(2): Contact No. (2): Contact No. 2 - 2019/01/26

Submit Close

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# Step 3: Complete online registration(D)

CT Single Sign-On Portal - 首頁 portalapp.hkct.edu.hk/USP/Up... portalapp.hkct.edu.hk/USP/UpdateStudentInfo.aspx

姓(中文): Surname (Chinese): 陳	名(中文): First name (Chinese): 大文	中文姓名: Chinese Name: 陳大文
姓(英文): Surname (English): CHAN	名(英文): First name (English): Tai Man	英文姓名: English Name: CHAN Tai Man
證件類型: Document Type: 香港永久性居民身份證	香港身份證: HKID no.: A123456(3)	其他證件: Others Document: 
出生日期: Date of Birth: 11/12/1993	性別: Gender: 女	國籍: Nationality: 中國香港
特別學習需要: Special Education Need: No	特別考試安排: Special Exam Need: No	中學: Secondary School: 
*病歷: *Medical History: No	如有病歷, 請註明: Details of Medical History: Test Responsive 20170215---	資料更新日期: Record Update Date: 2023/05/29 16:24:00
email__@yahoo.com.hk	*住宅電話: *Home Tel.: 12345678, home tel	*手機電話: *Mobil: 82022231
*室樓座: *Flat/Room/ Floor/Block: Flat /Room /Floor/ Block	*屋苑/大廈名稱: *Building/ Estate/Center/Court: Building /estate /Center/Court	*街道名稱: *Street/Road: Street road lan
*地區:* Region: 內地 (Mainland)	*區域:* District: 沙田 (Sha Tin)	
—緊急聯絡人資料 / Emergency Contact Information—		
*緊急聯絡人姓名(1): *Contact Person Name(1): Contact Person 1	*關係(1): *Relationship (1): Relationship 1	*聯絡電話(1): *Contact No. (1): Contact 1 - 2019/01/26 -- update

Verify the information  
you filled in again



# Step 3: Complete online registration(E)

CT Single Sign-On Portal - 首頁 x portalapp.hkct.edu.hk/USP/Up x +

portalapp.hkct.edu.hk/USP/UpdateStudentInfo.aspx

出生日期: Date of Birth: 11/12/1993  
性別: Gender: 女  
國籍: Nationality: 中國香港

特別學習需要: Special Education Need: No  
特別考試安排: Special Exam Need: No  
中學: Second

\*病歷: \*Medical History: No  
如有病歷, 請註明: Details of Medical History: Test Responsive 20170215---

資料更新日期: 2023/05/29 1

通訊資料 / Contact Information

\*電郵: \*E-mail Address: email\_\_@yahoo.com.hk  
\*住宅: 1234  
\*室樓座: \*Flat/Room/ Floor/Block: Flat /Room /Floor/ Block  
\*屋苑: 1234  
\*地區: \* Region: 內地 (Mainland)  
\*區域: 沙田

緊急聯絡人資料 / Emergency Contact Information

\*緊急聯絡人姓名(1): \*Contact Person Name (1):  
\*關係(1): \*Relationship (1): Relationship 1  
\*聯絡電話(1): \*Contact No. (1): Contact 1 - 2019/01/26 -- update

\*關係(2): Relationship (2): Relationship 2a  
\*聯絡電話(2): Contact No. (2): Contact No. 2 - 2019/01/26

Submit Close

Message from webpage  
Changes have been submitted.  
OK

**1. Submit**  
(Please note that only 1 submission per day is allowed.)

**2. The information will be submitted to Academic Admin Unit.**

Your account will be activated two days after you have submitted your information successfully, and you will be able to use the other features in SSO.

